

HOLLYHOCK

ABOUT US

Hollyhock creates meaningful experiences to inspire personal growth and social transformation. We host programs, trainings, and signature programs each year on our Cortes Island campus and online; immersing our staff in a culture of connection, personal growth, and progressive social change.

We believe that employees who reflect the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

SUMMARY OF THE ROLE

The Fundraising Coordinator is responsible for the administrative duties related to donations, events, donors, grants, and sponsorships. This position liaises and assists with multiple departments when needed and maintains accurate records in a variety of databases every day. This role is focused on providing exceptional customer service to Hollyhock's donors ensuring every donation is accounted for and responded to in a timely manner.

This is a part-time position (3 days and 24 hours per week) based on Cortes Island or Vancouver / Vancouver Island regions in BC, Canada. The wage is \$19-\$24 per hour, based on experience.

WHAT WE ARE LOOKING FOR

You are an astute individual with a keen eye for detail. Organization, task lists, and data entry is your comfort area. You have a passion for customer service and maintain a high standard of written and verbal communication. You enjoy showing appreciation to customers, donors, and team members in creative and professional ways. You are self motivated and want to contribute to an organization that champions team collaboration, personal growth, and social change.

QUALIFICATIONS

- Minimum 2 years of experience in administration or a related field.
- Experience with event planning and production is an asset.
- Exceptional verbal and written communication skills.
- Strong interpersonal, customer services, and people skills.
- Exemplary organizational skills, ensure official documents are correct, completed, & filed.
- Ability to process a large volume of data while ensuring a high standard of quality.
- Extraordinary attention to detail.
- Experience using systems such as eTapestry, Google Suite, MailChimp, and Canva.
- Skilled with using digital tools such as: Zoom, Asana, Slack and Google apps.
- Availability to travel to Cortes Island 2-3 times per year.

APPLY

Full job description can be found below. If you think this position sounds like the right fit for you, please apply with your **cover letter** and **resume** [HERE](#).

This position will remain open until Wednesday, September 21st, 2022 at 4:00 pm PST.